



TOWN OF WINDSOR

DONATIONS, GIFTS, ETC. POLICY GUIDE – Mayor & Council

Mayor and Council usually send \$25.00 flower arrangement for sick employees.

For death of a Town employee or former employee, there is usually a floral arrangement sent unless donations are asked for. The costs of these are usually in the \$25 to \$50.00 range. For other family members a donation of \$20.00 is usually made.

Memorials for other people such as former Council members or spouses, or for prominent figures from other Municipal units a donation of \$10.00 is usually made to a charity.

* Close Relative includes: mother, father, child, brother, sister, mother-in-law, father-in-law. For other relatives a sympathy card is usually sent.